

Contract Opportunity
Experienced TECHNICAL MANAGER

DEADLINE	Submit your resume and cover letter (max 1500 words) to camyi@arkcentre.ca by Wednesday December 9, 2020 by 11:59 PM (Eastern Standard Time).
Initiative	The Canadian Ark Centre of Excellence is a not-for-profit organization. In partnership with six other community organization, and financial contribution from Public Safety Canada, it seeks through the Community Action for Muslim Youth Integration initiative (CAMYI) to address the polarized thinking underpinning bigotry, hate, and violence among youth populations, through sharing expert knowledge and lived experience with youth in an interactive setting. This will involve engaging with other community organizations in developing and delivering culturally appropriate programs and services that counter polarized thought. The targeted population consists of key stakeholders across the Muslim community, including community leaders, community centres and individuals with lived experience on the subject. The objective is twofold, namely, to build our capacity to address these problems; and, to empower our communities to act and to prevent.
Work description	The role of the Technical Manager will be dynamic and depends on the needs of the project. A managerial and technical role centered on all video broadcasting (including podcasts, online plenary sessions and workshops) as well as the digital presence (web, mobile, social media). The contractor will play the role of both a technology and business expert, advising on decisions that will impact the current and future operations of the initiative. <ul style="list-style-type: none"> ● Advising the steering committee on setting a vision on the use of technology within the organization. ● Advising the steering committee on the initiative's technological requirements. ● Maintaining a consumer-focused outlook and aiding in the delivery of IT projects. ● Acting as a mentor to team members. ● Work with other partners or stakeholders
Experience	Required <ul style="list-style-type: none"> ● Has 3 years experience as a technical advisor. ● Degree in computer science, computer engineering, or any equivalent degree ● Worked for the past 2 years in IT/Media projects ● Significant knowledge of IT / media policies related to contribution agreements with the federal government such as "visibility/acknowledgment" guidelines Asset <ul style="list-style-type: none"> ● Worked with not for profits/charities ● Involved in the community work across Ottawa
Contact	Dani Khanafer, Director, Canadian Ark Centre of Excellence C10- 2295 St-Laurent Blvd, K1G 4Z6 camyi@arkcentre.ca ark@arkcentre.ca https://arkcentre.ca/
Location	The work will be completed at the contractor's workplace and at designated locations across Ottawa for the production of the podcasts series.
Value	The total budget for this contract is \$3000.00 excluding applicable taxes. Out-of-city travel associated with this contract is not expected. However, due to the on-going pandemic, any associated out-of-city travel to produce the podcasts will be paid by the Project Authority.
Duration	Until March 31, 2021.

SUMMARY of

Tasks	Deliverables
Meet in person or via phone with the project authority to establish a common understanding of the contract scope and all requirements	Participation in meeting Refined/clarified scope and requirements
Be available for weekly/bi-weekly check-ins	Participation in check-ins
Participate in meetings essential to the execution of the project	Progress summaries
To produce up to 10 podcasts at various locations across Ottawa.	Up to 10 podcasts
To post and ensure streaming of up to 10 podcasts on various electronic mediums	Up to 10 podcasts accessible to the public on various electronic mediums
To manage and monitor the web development / developer	Live electronic and social mediums
To help in managing social media pages	Facebook and Instagram
To provide IT support and troubleshooting to the podcast and related mediums of streaming/hosting	Technical issue resolved Access to public maintained